



Rio Arriba County **VACANCY NOTICE**

JOB TITLE: **LICENSED ALCOHOL AND DRUG
ABUSE COUNSELOR (LADAC)**

Department: RAC STOP
Division:
Hourly: C-27 Per Schedule
Position Status: Full - Time
FLSA Status: Non-Exempt
Closing Date: Open Until Filled

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Rio Arriba County R.A.C.S.T.O.P. program is seeking a full-time Clinical Counselor under the direction of Louise Sanchez, Director of Intensive Outpatient Program. Job responsibilities will include conducting therapeutic and educational sessions with individuals, groups, or families; screens and assess program participants and, when appropriate, provide necessary referrals to community resources. Develops and implements treatment plans based on participant needs. Completes all paperwork deemed essential in a timely matter; complies with Local D.W.I. program screening guidelines. Will monitor participant progress during treatment; maintain a good working relationship with all referral sources; when required, refer clients to outside sources or agencies that can better address their specific needs. Will participate in the team meeting and updates Program Directors and Clinical Director of any concern in a timely fashion; maintains all HIPAA and confidentiality mandates about participant's treatment; ensures quality and continuity of care by maintaining program records, program planning, and policy development.

The general level and nature of this position are described in the headings below. This is not an all- inclusive list of all responsibilities/ duties/ and skills required of personnel in this classification. Duties/responsibilities and activities may change at any time with or without notice.

Essential Job Functions:

- Maintains any and all HIPAA and confidentiality mandates;
- Ensures clinical compliance with all local, state, and federal funders mandates;
- Participates in team meetings and updates Program Directors of any concern in a timely fashion;
- Maintains a positive working relationship with clients, staff, and other outside entities used in the day-to-day operations of the unit;

- Ensure quality of documentation, appropriateness of therapeutic modalities, and completeness;
- Provides direct services, including screenings, clinical assessments, and individual, group, and family therapy.
- Utilizes therapeutic practices that are determined to be most effective in the treatment of alcohol and substance use disorders;
- Maintains up-to-date client and programmatic records as required by funders and agency;
- Learns about new developments in their field by reading professional literature, attending courses and seminars; and establishing and maintaining contact with other social service agencies;
- Keeps ethical, responsible, and professional attitude in all program affairs and activities;
- Assists clients with information, organizational efforts, and duties as assigned or necessary;
- Provides case management services when deemed necessary or appropriate;
- Collaborates with other agencies and service providers;
- Performs other duties related to the area of responsibility as assigned by the Department Director and Program Director.
- Performs and presents studies and informational presentations. May present to the County Commission and County management.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort.

Knowledge / Skills:

- Ability to understand and communicate with multi-cultural communities; Ability to communicate effectively, both orally and in writing
- Ability in dealing with passive-aggressive individuals and individuals in denial about their addictions and negative/hostile behaviors that may surface and the ability to handle those immediate situations;
- Determines the criteria for admission into the program and also be responsible for referring individuals back to conventional jail if recommended by counseling staff due to non-compliance with rules and regulations;
- Ability to perform the essential duties as stated above;
- Must have skills in forming working relationships with a wide variety of community members, organizations, and agencies communicating effective both verbally and in writing, using word processing software,
- Working with a broad range of ages, and developing, organizing, and implementing programs and policies;
- Must be able to interact in a professional, courteous and confidential manner with others;
- Attends All DWI Council meetings as scheduled.
- Bilingual Spanish is preferred;
- Knowledge of 12-step/ SMART Recovery Programs desirable;
- Ability to act in an independent and conscientious manner using sound judgment.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.

Minimum Qualifications

- Therapist must be approved by their respective professional licensing board as having met board requirements for providing therapy- licensures may include: LPCC, LCSW, (Masters in Social Work, Counseling), Degree(s) in social work or related field;
- Must have a minimum of (1) years' experience in the field of alcoholism and substance abuse treatment.
- Ability to pass criminal/background clearance and credentialing review
- Shall be able to maintain a valid New Mexico driver's license or obtain one within one (1) month of hire.

Working Conditions:

- Indoor temperature is controlled to maintain a comfortable work environment year-round. Workers are exposed to natural temperature and weather conditions when performing duties outdoors;
- Work is largely conducted on an even, dry surface. The surface may be carpet or tile floor;
- Worker primarily works alone with or without explicit directions for Supervisor. The worker may work with a small group of other individuals at times;
- Materials handled include a wide variety of paperwork, including incoming and outgoing correspondence, reports pertaining to county matters, and miscellaneous files and records;
- The employee will be required to take some job-related courses;
- The employee will work in an environment where smoking is not allowed;
- The incumbent will perform his/her work in an office setting and will travel throughout the Rio Arriba, Santa Fe, and Bernalillo Counties;
- The RAC STOP Office is located at 1122 Industrial Park Road in Espanola, New Mexico.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment drug and alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Please send an e-mail with your Letter of Interest, Resume and [Job Application](mailto:JobApplications@rio-arriba.org) to JobApplications@rio-arriba.org